



EMPLOYMENT OPPORTUNITY

FULL-TIME CITY RECORDER/OFFICE MANAGER

COMPENSATION \$45,117 or greater DOE plus benefits

CLOSING DATE: September 25, 2020 at 4:00 p.m.

ORGANIZATION: City of Tillamook
LOCATION: Tillamook, Oregon
DEPARTMENT: Administration
JOB TITLE: City Recorder/Office Manager

OPENING DATE: September 1, 2020

Application packets may be picked up at City Hall, 210 Laurel Avenue, Tillamook between 8:00 a.m. and 4:00 p.m., Monday – Friday, or go to www.tillamookor.gov for announcement, job description and application. Questions: (503) 374-1828.

The City of Tillamook is looking to hire one individual to fill the position of City Recorder/Office Manager. This is a full-time position, scheduled for 40 hours per week.

PURPOSE OF POSITION: Responsible for the records of the City. Oversee the office application of the financial functions of the City. Perform various duties as City Recorder, Office Manager and Information Systems Lead.

ESSENTIAL JOB FUNCTIONS: As **City Recorder**, perform specialized administrative work involving the recording of City Council proceedings, and custody of official City records and correspondence. Attend meetings of the City Council and oversee preparation of minutes and journals of Council proceedings. Keep City codification up to date. Process and sign official documents of the City.

Serve as City Elections Officer performing duties as specified by Oregon's Elections laws with respect to elections, including referendum and initiative petitions, candidates for City offices, political parties reporting requirements, measures and tax levy elections.

Help plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, along with legislative and judicial influences to provide appropriate and effective services for the City.

As **Office Manager** administer and direct the office application of the city's accounting, payroll, financial management and reporting systems in compliance with professional standards and city policies. Review and approve expenditures of Administration budget up to limits of financial policy. Prepare and compile documents for annual and periodic audits. Oversee records of assessment liens and collections.

As **Information Systems Lead** develop and coordinate the city's information systems. This includes computer hardware and software, telephone, and other communication systems. Maintain website and social media access codes and assignments.

As Risk Manager develop policies and procedures. Conduct research and analyze the safety and loss control activities of the City and develop short- and long-range risk management plans to reduce costs. Evaluate staff input and act on or develop recommendations for responses to safety hazards. Prepare analysis and reports on worker compensation cost, loss data along with required OSHA logs.

Organize and coordinate Council Priority projects through the Beautification Committee. These priorities include such programs as Flower Baskets, Movie Nights, and Special Events.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide input on policies and procedures for municipal court. Oversee municipal court functions and resolve complaints. Maintain general ledger and accounts receivable for municipal court. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

Attend various community groups, professional and civic organization meetings to communicate City goals, programs, and policies.

JOB QUALIFICATION REQUIREMENTS: Thorough knowledge of the principles, methods and practices related to duties of City Recorder, municipal government organization, accounting and budgeting, financial reporting, internal controls and auditing procedures, cash management and various laws affecting public accounting. Knowledge of the principles of supervision, governmental regulatory processes and controls, conflict resolution, computer software applications, and office practices. Equivalent to high school education supplemented by additional training equal to four years' experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of or ability to obtain a valid Oregon Driver's License and safe driving record.

DESIRABLE REQUIREMENTS: Completion of a four-year university education in business or public administration.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Reasonable accommodations will be made for special needs.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Oversight of three positions for partial duties and day-to-day scheduling.

SUPERVISION RECEIVED: Works under the direction of the City Council and in cooperation with the City Manager.

CLOSING DATE FOR APPLICATIONS IS September 25, 2020.

City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	
Email Address:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply: <input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other: _____			

SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

HR USE ONLY: Date Received: _____ Initials: _____

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:



Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
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Organization Name and Address:

Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
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Primary duties:	Reason for Leaving:
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Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
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Primary duties:	Reason for Leaving:
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Attach additional copies of this sheet if necessary.



Professional Reference

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

Personal References

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____



PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____



VOLUNTARY SUPPLEMENTAL INFORMATION:

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: ☐ MALE ☐ FEMALE

Date of Birth _____ (mm/dd/yyyy)

RACIAL ORIGIN:

- ☐ White (not of Hispanic origin)
☐ Asian or Pacific Islanders

- ☐ Hispanic ☐ Black (not of Hispanic origin)
☐ American Indian or Alaska Native



ORGANIZATION:	City of Tillamook	DATE:	Aug. 2020
LOCATION:	Tillamook, Oregon		
DEPARTMENT:	Administration		
JOB TITLE:	City Recorder/Office Manager/Risk Manager		

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SUPERVISION RECEIVED: Works under the direction of the City Council and in cooperation with the City Manager.

JOB TITLE: City Recorder/Office Manager

DATE: January 2020

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT MAY INCLUDE OTHER WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.